U.S. DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES
WASHINGTON, D.C. 20202-2575

FY 2009 APPLICATION PACKAGE FOR NEW GRANTS
UNDER
THE NATIONAL INSTITUTE ON DISABILITY AND
REHABILITATION RESEARCH

REHABILITATION RESEARC AND
TRAINING CENTERS (RRTC)

DEVELOPING STRATEGIES TO FOSTER
COMMUNITY INTEGRATION AND PARTICIPATION
FOR INDIVIDUALS WITH TRAUMATIC BRAIN INJURY

CFDA NUMBER: 84.133B-5

FORM APPROVED

OMB No. 1820-0027, EXP. DATE 04/30/2010
SF FORM 424, 1/31/2009

**DATED MATERIAL - OPEN IMMEDIATELY
CLOSING DATE: AUGUST 27, 2009**

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SECTION A

DEAR APPLICANT LETTER

July 28, 2009

Dear Applicant:

The Secretary invites applications for a new award in fiscal year (FY) 2009 under the Rehabilitation Research and Training Centers program, for a <u>Center on Developing Strategies to Foster Community Integration and Participation for Individuals With Traumatic Brain Injury</u> (CFDA Number - 84.133B-5).

NIDRR is seeking applications that address all elements of the priority, and that propose appropriate, high-quality research methodologies. It is critical that proposals describe expected public benefits, especially benefits for individuals with disabilities, and propose projects that are designed to demonstrate outcomes that are consistent with the proposed goals.

The start date for new awards for the (FY) 2009 programs will be October 1, 2009.

<u>APPLICATION PROCEDURES</u>

This application package contains information and the required forms for potential applicants to apply and be considered for a FY 2009 grant award under this competition, including the published Federal Register notice dated XXXday, July xx, 2009. The background statement from the Notice of Proposed Priorities is in Section D.

The closing date (application deadline) is **August 27, 2009**.

Potential applicants are advised to read the materials in this application package carefully. Please pay particular attention to the information on the types of organizations that are eligible to apply for these grants, how to prepare an application, the dollar amount for any year, the protection of human subjects, and the selection criteria. Applications must be responsive to the absolute priority in Section C and the statutory, regulatory, and general requirements for the RRTC program in Section E. The application narrative should be written in the order of the selection criteria in Section F. The selection criteria will be used by the reviewers to evaluate the application.

Include a one page abstract.   The abstract is a critical component of the proposal, and it should describe the purpose, target population to be served during the project period, planned goals and objectives, proposed methodological approach, and anticipated project outcomes.

<u>Award Amounts and Restricted Indirect Cost Rate</u>

We will reject any application that proposes a budget exceeding $850,000 for a single budget period of 12 months for the <u>Center on Developing Strategies to Foster</u>

Community Integration and Participation for Individuals With Traumatic Brain Injury (CFDA Number - 84.133B-5). The required indirect cost rate is 15%.

APPLICATION PROCEDURES

You **must** submit your application electronically through the e-Application system. **http://e-grants.ed.gov** See Section B, Notice Inviting Applications and Section J, Application Transmittal Instructions. There is a demo on the e-Application Web site.

NOTE: You will be uploading sections of your application by heading. There is a heading for: (1) abstract; (2) table of contents; (3) project narrative; (4) other – resumes; (5) other – letters of commitment/support; (6) other and (7) budget narrative/justification. There is a file-size limitation to each section and you may only upload one document under each heading.

Electronic copies must be fully uploaded on the e-Application site by 4:30:00 pm, Washington DC time on the closing date, **August 27, 2009**. It may take up to several hours for this process. Please allow several hours or a full day to submit your application. If there is a submission error, time will be needed to correct the error and resubmit in paper or electronic format. **We encourage you to read Section J – e-Application Submission Procedures and Tips for Applicants**

PROGRAM REGULATIONS

These grants are subject to the requirements of the Education Department General Administrative Regulations (EDGAR), in 34 CFR Parts 74, 75, 77, 80, 81, 82, 84, 85, 86, and 97, which set forth general rules affecting the submittal, review, grant award, and post-award administration for Department of Education grant programs.

TECHNICAL ASSISTANCE

Pre-Application Meeting: A pre-application meeting will be held between 1:00 p.m. and 3:00 p.m. on Tuesday, August 11, 2009 by teleconference. Interested parties are invited to participate in the pre-application meeting to discuss the funding priority and to receive information and technical assistance. You must contact Donna Nangle at either 202-245-7462 or Donna.Nangle@ed.gov by Monday, August 10, 2009 in order to participate in this meeting. Please identify that you are interested in 84.133B-5. NIDRR staff also will be available to provide information and technical assistance via individual phone consultations from 3:30 p.m. to 4:30 p.m. on August 11, 2009. Requests for individual consultations during this one hour window must be made in advance to Donna Nangle.

If you have any questions about the information in this application package, please contact Donna Nangle at Donna.Nangle@ed.gov or by telephone at (202) 245-7462. Individuals who use a telecommunications device (TDD) may call the Federal Relay Service (FRS) at 1-800-877-8339 between 8:00 a.m. and 4:00 p.m., EST, Monday through Friday.

If you need help with e- applications before the closing date, please contact e-application Customer Support at 1-888-336-8930. For TTY: 1-866-697-2696 or Local: 1-202-401-8363 Hours of operation: Monday-Friday, 8am-6pm Washington DC time.

<u>NOTE</u>: Please forward this entire application package to the individual or office responsible for preparing an application, as they will need the entire package to complete the grant application.

Thank you for your interest in these programs.

Sincerely,

Phillip W. Beatty, PhD.
Associate Director,
Division of Research Sciences

SECTION
B

FEDERAL REGISTER NOTICE INVITING
APPLICATIONS FOR NEW AWARDS

This is a modified NIA for the
Center on Developing Strategies to Foster Community
Integration and Participation for Individuals
With Traumatic Brain Injury.

The full NIA with the other 3 priorities
can be found at this Web site:
www.ed.gov/news/fedregister/announce

4000-01-U

DEPARTMENT OF EDUCATION

Office of Special Education and Rehabilitative Services

Overview Information

National Institute on Disability and Rehabilitation Research (NIDRR)--Disability and

Rehabilitation Research Projects and Centers Program--Rehabilitation Research and Training

Centers (RRTCs)

Notice inviting applications for new awards for fiscal year (FY) 2009.

Catalog of Federal Domestic Assistance (CFDA) Numbers: *84.133B-1*, *84.133B-3, 84.133B-4,
and* **84.133B-5**.

Dates:

Applications Available: JULY 28, 2009.

Date of Pre-Application Meeting: **August 11, 2009**.

Deadline for Transmittal of Applications: AUGUST 27, 2009.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The purpose of the RRTC program is to improve the effectiveness of
services authorized under the Rehabilitation Act of 1973, as amended, through advanced
research, training, technical assistance, and dissemination activities in general problem areas,
as specified by NIDRR. Such activities are designed to benefit rehabilitation service providers,
individuals with disabilities, and the family members or other authorized representatives of
individuals with disabilities.

        Additional information on the RRTC program can be found at:
www.ed.gov/rschstat/research/pubs/res-program.html#RRTC.

Priorities: NIDRR has established five separate priorities for the four competitions announced in
this notice. The General RRTC Requirements priority, which applies to all RRTC competitions,
is from the notice of final priorities (NFP) for the Disability and Rehabilitation Research Projects
and Centers program, published in the Federal Register on February 1, 2008 (73 FR 6132).
The remaining four priorities are from the NFP for the Disability and Rehabilitation Research
Projects and Centers program, published elsewhere in this issue of the Federal Register.

Absolute Priorities: For FY 2009, these priorities are absolute priorities. Under 34 CFR
75.105(c)(3), for each competition (designated by CFDA number in the following chart), we

consider only applications that meet both the General RRTC Requirements priority and the absolute priority designated for that competition.

These priorities are:

Absolute Priority	Corresponding Competition CFDA Number
General RRTC Requirements	*84.133B-1, 84.133B-3, 84.133B-4,* **84.133B-5**
Improved Employment Outcomes for Individuals With Psychiatric Disabilities	*84.133B-1*
Transition-Age Youth and Young Adults With Serious Mental Health Conditions	*84.133B-3*
Improving Measurement of Medical Rehabilitation Outcomes	*84.133B-4*
Developing Strategies to Foster Community Integration and Participation for Individuals With Traumatic Brain Injury	**84.133B-5**

Note: The full text of each of these priorities is included in its NFP in the Federal Register and in the applicable application package.

Program Authority: 29 U.S.C. 762(g) and 764(b)(2).

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 80, 81, 82, 84, 85, 86, and 97. (b) The regulations for this program in 34 CFR part 350. (c) The NFP for this program published in the Federal Register on February 1, 2008 (73 FR 6132). (d) The NFP for the Disability and Rehabilitation Research Projects and Centers program, published elsewhere in this issue of the Federal Register.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education (IHEs) only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: $$4,150,800.

Maximum Award: We will reject any application that proposes a budget exceeding **$850,000** for a single budget period of 12 months. The Assistant Secretary for Special Education and Rehabilitative Services may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 1.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 60 months.

III. Eligibility Information

1. Eligible Applicants: States; public or private agencies, including for-profit agencies; public or private organizations, including for-profit organizations; IHEs; and Indian tribes and tribal organizations.

2. Cost Sharing or Matching: This competition does not require cost sharing or matching.

IV. Application and Submission Information

1. Address to Request Application Package: Education Publications Center (ED Pubs), P.O. Box 1398, Jessup, MD 20794-1398. Telephone, toll free: 1-877-433-7827. FAX: (301) 470-1244. If you use a telecommunications device for the deaf (TDD), call, toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also: www.ed.gov/pubs/edpubs.html or at its e-mail address: edpubs@inet.ed.gov.

If you request an application package from ED Pubs, be sure to identify this program or competition as follows: CFDA number 84.133B-5.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the person or team listed under Accessible Format in section VIII of this notice.

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this competition.

Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We recommend that you limit Part III to the equivalent of no more than 125 pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.

- Double space (no more than three lines per vertical inch) all text in the application narrative. Single spacing may be used for titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.

- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

The recommended page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, the recommended page limit does apply to all of the application narrative section (Part III).

The application package will provide instructions for completing all components to be included in the application. Each application must include a cover sheet (Standard Form 424); budget requirements (ED Form 524) and narrative justification; other required forms; an abstract, Human Subjects narrative, Part III narrative; resumes of staff; and other related materials, if applicable.

       3. <u>Submission Dates and Times</u>:

Applications Available: JULY 28, 2009

Date of Pre-Application Meeting: Interested parties are invited to participate in a pre-application meeting and to receive information and technical assistance through individual consultation with NIDRR staff. The pre-application meeting will be held on **August 11, 2009**. Interested parties may participate in this meeting by conference call with NIDRR staff from the Office of Special Education and Rehabilitative Services between 1:00 p.m. and 3:00 p.m., Washington, DC time. NIDRR staff also will be available from 3:30 p.m. to 4:30 p.m., Washington, DC time, on the same day, by telephone, to provide information and technical assistance through individual consultation. For further information or to make arrangements to participate in the meeting via conference call or for an individual consultation, contact Donna Nangle, U.S. Department of Education, Potomac Center Plaza (PCP), room 6029, 550 12th Street, SW, Washington, DC 20202. Telephone: (202) 245-7462 or by e-mail: Donna.Nangle@ed.gov.

Deadline for Transmittal of Applications: AUGUST 27, 2009

Applications for grants under this competition must be submitted electronically using the Electronic Grant Application System (e-Application) accessible through the Department's e-Grants site. For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 6. <u>Other Submission Requirements</u> of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

4. Intergovernmental Review: This program is not subject to Executive Order 12372 and the regulations in 34 CFR part 79.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section in this notice.

6. Other Submission Requirements:

Applications for grants under these competitions must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under these RRTCs competitions--CFDA Numbers *84.133B-1, 84.133B-3, 84.133B-4, and* **84.133B-5**--must be submitted electronically using e-Application, accessible through the Department's e-Grants Web site at: http://e-grants.ed.gov.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

While completing your electronic application, you will be entering data online that will be saved into a database. You may not e-mail an electronic copy of a grant application to us.

Please note the following:

• You must complete the electronic submission of your grant application by 4:30:00 p.m., Washington, DC time, on the application deadline date. E-Application will not accept an application for this competition after 4:30:00 p.m., Washington, DC time, on the application deadline date. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.

• The hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until 8:00 p.m. Sunday, Washington, DC time. Please note that, because of maintenance, the system is unavailable between 8:00 p.m. on Sundays

and 6:00 a.m. on Mondays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time. Any modifications to these hours are posted on the e-Grants Web site.

• You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

• You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password protected file, we will not review that material.

• Your electronic application must comply with any page limit requirements described in this notice.

• Prior to submitting your electronic application, you may wish to print a copy of it for your records.

• After you electronically submit your application, you will receive an automatic acknowledgment that will include a PR/Award number (an identifying number unique to your application).

• Within three working days after submitting your electronic application, fax a signed copy of the SF 424 to the Application Control Center after following these steps:

(1) Print SF 424 from e-Application.

(2) The applicant's Authorizing Representative must sign this form.

(3) Place the PR/Award number in the upper right hand corner of the hard-copy signature page of the SF 424.

(4) Fax the signed SF 424 to the Application Control Center at (202) 245-6272.

• We may request that you provide us original signatures on other forms at a later date.

Application Deadline Date Extension in Case of e-Application Unavailability: If you are prevented from electronically submitting your application on the application deadline date because e-Application is unavailable, we will grant you an extension of one business day to enable you to transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--

(1) You are a registered user of e-Application and you have initiated an electronic application for this competition; and

(2) (a) E-Application is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the application deadline date; or

(b) E-Application is unavailable for any period of time between 3:30 p.m. and 4:30:00 p.m., Washington, DC time, on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgment of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (see VII. Agency Contact) or (2) the e-Grants help desk at 1-888-336-8930. If e-Application is unavailable due to technical problems with the system and, therefore, the application deadline is extended, an e-mail will be sent to all registered users who have initiated an e-Application. Extensions referred to in this section apply only to the unavailability of e-Application.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through e-Application because--

• You do not have access to the Internet; or

• You do not have the capacity to upload large documents to e-Application;

<div align="center">and</div>

• No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevents you from using the Internet to submit your application. If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Donna Nangle, U.S. Department of Education, 400 Maryland Avenue, SW, room 6029, PCP, Washington, DC 20202-2700. FAX: (202) 245-7323.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Numbers *84.133B-1, 84.133B-3, 84.133B-4, or* **84.133B-5**)
LBJ Basement Level 1
400 Maryland Avenue, SW
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

(1) A legibly dated U.S. Postal Service postmark.

(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

(3) A dated shipping label, invoice, or receipt from a commercial carrier.

(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

(1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application, by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Numbers *84.133B-1, 84.133B-3, 84.133B-4, or* **84.133B-5**)
550 12th Street, SW
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

<u>Note for Mail or Hand Delivery of Paper Applications</u>: If you mail or hand deliver your application to the Department--

     (1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

     (2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this grant notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

   1. <u>Selection Criteria</u>: The selection criteria for this competition are from 34 CFR 350.54 and are listed in the application package.

   2. <u>Review and Selection Process</u>: Additional factors we consider in determining the merits of an application are as follows--

   The Secretary is interested in outcomes-oriented research or development projects that use rigorous scientific methodologies. To address this interest, applicants are encouraged to articulate goals, objectives, and expected outcomes for the proposed research or development activities. Proposals should describe how results and planned outputs are expected to contribute to advances in knowledge, improvements in policy and practice, and public benefits for individuals with disabilities. Applicants should propose projects that are designed to be consistent with these goals. We encourage applicants to include in their application a description of how results will measure progress towards achievement of anticipated outcomes (including a discussion of the proposed measures of effectiveness), the mechanisms that will be used to evaluate outcomes associated with specific problems or issues, and how the proposed activities will support new intervention approaches and strategies. Submission of the information identified in this section V. 2. <u>Review and Selection Process</u> is voluntary, except where required by the selection criteria listed in the application package.

VI. Award Administration Information

1. <u>Award Notices</u>: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. <u>Administrative and National Policy Requirements</u>: We identify administrative and national policy requirements in the application package and reference these and other requirements in the <u>Applicable Regulations</u> section of this notice.

We reference the regulations outlining the terms and conditions of an award in the <u>Applicable Regulations</u> section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. <u>Reporting</u>: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

<u>Note</u>: NIDRR will provide information by letter to grantees on how and when to submit the final performance report.

4. <u>Performance Measures</u>: To evaluate the overall success of its research program, NIDRR assesses the quality of its funded projects through a review of grantee performance and products. Each year, NIDRR examines a portion of its grantees to determine:

• The percentage of NIDRR-supported fellows, post-doctoral trainees, and doctoral students who publish results of NIDRR-sponsored research in refereed journals.

• The number of accomplishments (e.g., new or improved tools, methods, discoveries, standards, interventions, programs, or devices) developed or tested with NIDRR funding that have been judged by expert panels to be of high quality and to advance the field.

• The average number of publications per award based on NIDRR-funded research and development activities in refereed journals.

• The percentage of new NIDRR grants that assess the effectiveness of interventions, programs, and devices using rigorous methods.

• The number of new or improved NIDRR-funded assistive and universally designed technologies, products, and devices transferred to industry for potential commercialization.

Each grantee must annually report on its performance through NIDRR's Annual Performance Report (APR) form. NIDRR uses APR information submitted by grantees to assess progress on these measures.

VII. Agency Contact

For Further Information Contact: Donna Nangle, U.S. Department of Education, 400 Maryland Avenue, SW, Room 6029, PCP, Washington, DC 20202. Telephone: (202) 245-7462 or by e-mail: Donna.Nangle@ed.gov

If you use a TDD, call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the Grants and Contracts Services Team, U.S. Department of Education, 400 Maryland Avenue, SW., room 5075, PCP, Washington, DC 20202-2550. Telephone: (202) 245-7363. If you use a TDD, call the FRS, toll-free, at 1-800-877-8339.

Electronic Access to This Document: You can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: www.ed.gov/news/fedregister.

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (20) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: www.gpoaccess.gov/nara/index.html.

Delegation of Authority: The Secretary of Education has delegated authority to Andrew J. Pepin, Executive Administrator for the Office of Special Education and Rehabilitative Services, to perform the functions of the Assistant Secretary for Special Education and Rehabilitative Services.

Dated: 7/28/09

_____
Andrew J. Pepin,
<u>Executive Administrator for</u>
<u>Special Education and</u>
<u>Rehabilitative Services</u>.

SECTION
C

FEDERAL REGISTER
FINAL PRIORITY NOTICE

**This is a modified NFP for the
Center on Developing Strategies to Foster Community
Integration and Participation for Individuals With Traumatic
Brain Injury.**

The full NFP with the other 3 priorities
can be found at this Web site dated 7/28/2009:
www.ed.gov/news/fedregister/finrule

4000-01-U

DEPARTMENT OF EDUCATION

National Institute on Disability and Rehabilitation Research (NIDRR)--Disability and Rehabilitation Research Projects and Centers Program--Rehabilitation Research and Training Centers (RRTCs) and Rehabilitation Engineering Research Centers (RERCs).

Catalog of Federal Domestic Assistance (CFDA) Numbers: 84.133B Rehabilitation Research and Training Centers and 84.133E Rehabilitation Engineering Research Centers.

AGENCY: Office of Special Education and Rehabilitative Services (OSERS), Department of Education.

ACTION: Notice of final priorities (NFP) for RRTCs and RERCs.

SUMMARY: The Assistant Secretary for Special Education and Rehabilitative Services announces certain funding priorities for the Disability and Rehabilitation Research Projects and Centers Program administered by NIDRR. Specifically, this notice announces four priorities for RRTCs and three priorities for RERCs. The Assistant Secretary may use these priorities for competitions in fiscal year (FY) 2009 and later years. We take this action to focus research attention on areas of national need. We intend these priorities to improve rehabilitation services and outcomes for individuals with disabilities.

EFFECTIVE DATE: These priorities are effective August 27, 2009

FOR FURTHER INFORMATION CONTACT: Donna Nangle, U.S. Department of Education, 400 Maryland Avenue, SW, Room 6029, Potomac Center Plaza, Washington, DC 20202-2700. Telephone: (202) 245-7462 or by e-mail: donna.nangle@ed.gov.

If you use a telecommunications device for the deaf (TDD), call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

SUPPLEMENTARY INFORMATION:

This NFP is in concert with NIDRR's Final Long-Range Plan for FY 2005-2009 (Plan). The Plan, which was published in the Federal Register on February 15, 2006 (71 FR 8165), can be accessed on the Internet at the following site: www.ed.gov/about/offices/list/osers/nidrr/policy.html.

Through the implementation of the Plan, NIDRR seeks to: (1) improve the quality and utility of disability and rehabilitation research; (2) foster an exchange of expertise, information, and training to facilitate the advancement of knowledge and understanding of the unique needs of traditionally underserved populations; (3) determine best strategies and programs to improve rehabilitation outcomes for underserved populations; (4) identify research gaps; (5) identify mechanisms of integrating research and practice; and (6) disseminate findings.

This notice announces priorities that NIDRR intends to use for RRTC and RERC competitions in FY 2009 and possibly later years. However, nothing precludes NIDRR from publishing additional priorities, if needed. Furthermore, NIDRR is under no obligation to make an award for each of these priorities. The decision to make an award will be based on the quality of applications received and available funding.

Purpose of Program: The purpose of the Disability and Rehabilitation Research Projects and Centers Program is to plan and conduct research, demonstration projects, training, and related activities, including international activities, to develop methods, procedures, and rehabilitation technology, that maximize the full inclusion and integration into society, employment, independent living, family support, and economic and social self-sufficiency of individuals with disabilities, especially individuals with the most severe disabilities, and to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended.

Program Authority: 29 U.S.C. 762(g), 764(a), 764(b)(2), and 764(b)(3).

Applicable Program Regulations: 34 CFR part 350.

We published a notice of proposed priorities (NPP) for this program in the Federal Register on May 7, 2009 (74 FR 21338). That notice contained background information and our reasons for proposing the particular priorities. This information may be useful for applicants in preparing their applications.

There are several significant differences between the NPP and this NFP, as discussed in the Analysis of Comments and Changes section elsewhere in this notice.

Public Comment: In response to our invitation in the NPP, 80 parties submitted comments on the proposed priorities.

We discuss substantive issues under the priorities to which they pertain. Generally, we do not address technical and other minor changes or suggested changes the law does not authorize us to make under the applicable statutory authority. In addition, we do not address general comments that raised concerns not directly related to the proposed priorities.

Analysis of Comments and Changes: An analysis of the comments and of any changes in the priorities since publication of the NPP follows.

General

Comment: One commenter noted that it is important for RRTC and RERC applicants to be aware of the concerns, needs, and strengths of individuals from diverse backgrounds (based on gender, race, ethnicity, and age), and appropriately address these within their proposed programs.

Discussion: NIDRR agrees that it is important for grantees in the RRTC and RERC programs to address the needs of individuals with disabilities from diverse backgrounds. In order to maximize the utility of grant products, RRTC and RERC activities should take into account differences in the needs of individuals with disabilities, based on their gender, race, ethnicity, age, and other important characteristics. However, we do not believe it is necessary to require each grantee to address all of these factors. The peer review process will determine the merits of each proposal. We also note that NIDRR requires all RRTCs to demonstrate in their applications how they will address, in whole or in part, the needs of individuals with disabilities from minority backgrounds.

Changes: None.

RRTCs

Priority 4--Developing Strategies to Foster Community Integration and Participation for Individuals With Traumatic Brain Injury

Comment: Three commenters noted that development of improved tools for traumatic brain injury (TBI) research, required under paragraphs (a) and (b) of the proposed priority, would reduce grant resources that should be spent on testing interventions to promote community integration and participation.

Discussion: NIDRR agrees that there is a great need for community integration and participation (CIP) interventions in TBI. Our reading of the research literature suggests that better characterization of symptom variations within research samples might contribute substantially to improved accumulation of knowledge regarding the effectiveness of interventions. In response to the concerns of commenters that it would be difficult for one RRTC both to develop and test interventions and to develop a TBI classification system, we reordered the priority requirements to emphasize the testing of interventions and we eliminated some of the prescriptive requirements related to the development of a TBI classification system. Although we reduced the number of requirements for the development of a TBI classification system, we expect applicants to propose and justify the steps they will take to accomplish this task. The peer review process will determine the merits of each proposal.

Changes: We have revised the priority by reordering the priority requirements, eliminating the requirement for expert input into the classification system, and eliminating the requirement for the development of a manual for use of the classification system. Also, in response to this comment and related comments, discussed below in greater detail, we have revised the priority by decoupling the testing of interventions from the classification system, eliminating the

numerous examples of symptoms, eliminating the requirement for a short version of the classification system, and eliminating the requirement for a literature review.

Comment: Three commenters stated that the sequential nature of the priority makes the timeline for required activities infeasible. Two of these commenters suggested that the research tools required under paragraphs (a) and (b) of the priority be developed concurrently with the interventions research conducted under paragraph (c) instead of having the testing of interventions be tied to the development of the research tools. One of these commenters asked about the logistical difficulty of reviewing and funding interventions research, which would not be developed and specified until after the completion of the research tools.

Discussion: NIDRR agrees that the sequential nature of the required activities as presented in the proposed priority may substantially reduce the time available to conduct research on the TBI interventions.

Changes: We have revised the priority by eliminating the requirement that the testing of interventions be tied to the classification system.

Comment: Three commenters stated that the development of a symptom-based classification of individuals with TBI is not feasible. These commenters noted that the large number of TBI symptoms and the uniqueness of every individual with TBI preclude meaningful classification.

Discussion: NIDRR understands that there are numerous TBI symptoms, and that every individual with TBI has unique circumstances and experiences. However, this does not preclude the development of tools to help broadly classify individuals with TBI according to the TBI symptoms that they experience. Through collection and analysis of data by researchers and clinicians, this RRTC can determine the prevalence of relevant clusters of TBI symptoms.

Changes: None.

Comment: One commenter stated that the general practice among TBI researchers of using inclusion and exclusion criteria to enroll appropriate individuals into research projects is adequate. The commenter also stated that the symptom classification required under paragraph (c) of the priority is not useful for this purpose.

Discussion: NIDRR agrees that clear and appropriate inclusion and exclusion criteria are essential in the field of disability research. However, individuals with similar severity of injury or cognitive function can have a wide range of symptoms that is not specified in the inclusion or exclusion criteria. This range can affect the impact of interventions, limit the ability to compare the findings of different studies, and make it unclear whether the findings can be generalized. A TBI symptom classification can serve as a tool for identifying important variations within

samples, promote comparability of studies, and clarify the extent to which findings can be generalized to the larger population of individuals with TBI.

Changes: None.

Comment: Two commenters suggested that the symptom classification to be developed for this priority is potentially duplicative of an emerging effort to develop a classification of individuals with TBI based on the International Classification of Functioning, Disability, and Health (ICF). However, one of these commenters noted that the sample size planned by this group could limit its ability to generate adequate information about infrequent yet important TBI symptoms.

Discussion: We do not believe that the classification to be developed under this priority will be duplicative of the effort based on the ICF. NIDRR's focus on a symptom-based classification related to CIP should support the development of this broader classification activity. Applicants may propose methods that are in concert with this ICF effort or other methods of creating a symptom-based classification of individuals with TBI, as appropriate.

Changes: None.

Comment: Two commenters stated that the requirement in the priority that the grantee review the literature on barriers to CIP among individuals with TBI is unnecessary. These commenters stated that the review of literature on barriers to CIP is likely to be redundant with the effort to develop a list of symptoms because TBI symptoms are often CIP barriers for this population.

Discussion: NIDRR agrees that the literature on barriers to CIP may be significantly related to the list of TBI symptoms; in fact, NIDRR believes this relationship strengthens the importance of reviewing current and relevant literature. However, NIDRR feels that requiring a literature review under this priority is unnecessarily prescriptive. Applicants' plans for conducting and incorporating such a literature review into the RRTC's activities will be considered during peer review. The peer review process will determine the merits of each proposal under this priority.

Changes: We have revised the priority by removing the requirement for a literature review.

Comment: One commenter noted that the expertise necessary to create a TBI classification system under paragraphs (a) and (b) of the priority is different from the expertise required to carry out TBI interventions research under paragraph (c). The commenter stated that it may be difficult for an RRTC to have staff with this diverse expertise.

Discussion: NIDRR recognizes that an RRTC developing a TBI classification system and conducting high-quality intervention studies is likely to require staff with varying expertise. We would expect that an RRTC would have this diversity. In addition, as stated in its Long Range Plan, NIDRR expects RRTCs to be multidisciplinary, i.e., able to combine the strengths and

perspectives of researchers from multiple disciplines and areas of expertise. (<u>See</u> 71 FR 8166, 8177.)

<u>Changes</u>: None.

<u>Comment</u>: One commenter suggested that NIDRR should publish a less prescriptive priority that would allow applicants more latitude to propose innovative research topics. This commenter and one other suggested a number of potentially innovative topics that could be proposed under such a priority. The suggested topics included testing cognitive rehabilitation interventions; assessing the use of computer-mediated networking technologies; developing new tools for measuring CIP; reviewing literature on CIP related interventions; and developing strategies to improve employment outcomes among individuals with TBI.

<u>Discussion</u>: NIDRR agrees that research on these topics may generate new knowledge about CIP among individuals with TBI. Many of these topics are appropriate for development under paragraph (a) of the priority that requires testing of interventions to improve CIP among individuals with TBI. Applicants may propose these topics. The peer review process will determine the merits of each proposal.

<u>Changes</u>: None.

<u>Comment</u>: One commenter asked for clarification of NIDRR's intent related to the requirement to "empirically validate" the required list of TBI symptoms. This commenter noted that the time and resources required to validate the symptom list could vary greatly, depending on the applicants' approach to the task.

<u>Discussion</u>: Empirical validation is the use of data to demonstrate the intended utility of a tool. Applicants must propose and justify their approach to the validation of the TBI symptom list. The peer review will determine the merits of each proposal under this priority.

<u>Changes</u>: None.

<u>Comment</u>: One commenter asked what it means for applicants to "provide or develop effective and practical methods" for the identification of TBI symptoms. This commenter noted that there are no practical and effective methods for identifying many TBI symptoms.

<u>Discussion</u>: We recognize that it may not be feasible to provide an effective and practical method for identifying each TBI symptom. We expect that applicants will provide the most appropriate methods that are available for this purpose.

<u>Changes</u>: We have revised the priority by requiring that the methods for identification of TBI symptoms be appropriate, rather than effective and practical.

Comment: One commenter noted that the list of symptoms in paragraph (a) of the proposed priority included not just symptoms, but diseases, diagnoses, and a number of "problems" that people may experience after TBI.

Discussion: We agree that this list is unclear. We believe that applicants should propose and justify their own list of TBI symptoms.

Changes: We have revised the priority by eliminating specific examples of the four major categories of symptoms named in the priority.

Comment: One commenter asked NIDRR to clarify its intent with regard to the "short version" of the classification system required under paragraph (b)(2) of the proposed priority. The commenter noted that valid and reliable short diagnostic tests do not exist for most TBI symptoms and that existing diagnostic tools are generally copyrighted. This commenter also noted that development of "short versions" of methodological tools is generally cost-prohibitive within a limited five-year budget.

Discussion: We agree that development of a short version of the TBI symptom classification system can be logistically complex and could absorb a disproportionate share of the Center's resources.

Changes: We have revised the priority by removing the requirement for a short version of the TBI classification system.

Comment: One commenter suggested that systematic reviews are a feasible and more traditional method for achieving the priority's aim of linking interventions to TBI symptoms.

Discussion: We decoupled the interventions-testing requirement from the requirement to develop a symptom-based TBI classification system. The linking of interventions to TBI symptoms is no longer an explicit requirement for RRTCs under this priority. However, one aim of a TBI classification system, generally, is to allow better targeting of interventions to specific symptoms. Applicants may propose a systematic review in support of the requirements of this priority. However, we have no basis for requiring all applicants to do so. The peer review process will determine the merits of each proposal.

Changes: None.

Comment: One commenter stated that, in addition to its current focus on symptoms of TBI and barriers to CIP, the priority should focus on strengths of individuals with TBI and facilitators of CIP.

Discussion: NIDRR agrees that it is important to highlight the strengths of individuals with TBI and the facilitators of their CIP. The introductory paragraph of the priority refers to examining barriers to and facilitators of CIP for individuals with disabilities. The remainder of the priority

refers to interventions that facilitate CIP for individuals with TBI. We believe that the revised priority strikes the appropriate balance between barriers to and facilitators of CIP.

Changes: None.

Comment: One commenter stated that the incidence of TBI is greater, yet access to rehabilitation services is lower, among minority populations. While recognizing that NIDRR requires all RRTCs to demonstrate how they will address the needs of individuals with disabilities from minority backgrounds, this commenter recommended that NIDRR add a specific requirement for this RRTC regarding the inclusion of minorities and individuals from diverse educational and socioeconomic backgrounds in research samples.

Discussion: NIDRR believes that requiring RRTCs to demonstrate how they will address the needs of individuals with disabilities from minority backgrounds is sufficient to promote appropriately diverse research samples under this priority. Applicants may propose and justify sample characteristics that are appropriate to their proposed research. The peer review process will determine the merits of each proposal.

Changes: None.

Comment: One commenter recommended additional requirements for the symptom-based classification system, and specifically that the system include information about the environmental context in which symptoms are experienced. This commenter noted that information about the contexts in which symptoms are experienced will help inform the design of a symptom-based classification system and effective interventions.

Discussion: We agree that additional information of this nature may be useful in the development of a TBI classification system and TBI interventions. However, we have no basis for requiring all applicants to do so. The peer review process will determine the merits of each proposal.

Changes: None.

FINAL PRIORITIES:

In this notice, we are announcing four priorities for RRTCs and three priorities for RERCs.

For RRTCs, the final priorities are:

• Priority 1--Improved Employment Outcomes for Individuals With Psychiatric Disabilities.

• Priority 2--Transition-Age Youth and Young Adults With Serious Mental Health Conditions.

• Priority 3--Improving Measurement of Medical Rehabilitation Outcomes.

• **Priority 4--Developing Strategies to Foster Community Integration and Participation for Individuals With Traumatic Brain Injury.**

For RERCs, the final priorities are:

• Priority 5--Telerehabilitation.

• Priority 6--Telecommunication.

• Priority 7--Cognitive Rehabilitation.

RRTC Program

The purpose of the RRTC program is to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended, through advanced research, training, technical assistance, and dissemination activities in general problem areas, as specified by NIDRR. Such activities are designed to benefit rehabilitation service providers, individuals with disabilities, and the family members or other authorized representatives of individuals with disabilities. In addition, NIDRR intends to require all RRTC applicants to meet the requirements of the General Rehabilitation Research and Training Centers (RRTC) Requirements priority that it published in a NFP in the Federal Register on February 1, 2008 (72 FR 6132).

Additional information on the RRTC program can be found at: www.ed.gov/rschstat/research/pubs/res-program.html#RRTC.

Statutory and Regulatory Requirements of RRTCs

RRTCs must--

• Carry out coordinated advanced programs of rehabilitation research;

• Provide training, including graduate, pre-service, and in-service training, to help rehabilitation personnel more effectively provide rehabilitation services to individuals with disabilities;

• Provide technical assistance to individuals with disabilities, their representatives, providers, and other interested parties;

• Demonstrate in their applications how they will address, in whole or in part, the needs of individuals with disabilities from minority backgrounds;

• Disseminate informational materials to individuals with disabilities, their representatives, providers, and other interested parties; and

• Serve as centers of national excellence in rehabilitation research for individuals with disabilities, their representatives, providers, and other interested parties.

Final Priorities:

Priority 1--Improved Employment Outcomes for Individuals With Psychiatric Disabilities.

Priority 2--Transition-Age Youth and Young Adults With Serious Mental Health Conditions.

Priority 3--Improving Measurement of Medical Rehabilitation Outcomes.

Priority 4--Developing Strategies to Foster Community Integration and Participation for Individuals With Traumatic Brain Injury.

The Assistant Secretary for Special Education and Rehabilitative Services announces a priority for a Rehabilitation Research and Training Center (RRTC) for Developing Strategies to Foster Community Integration and Participation (CIP) for Individuals with Traumatic Brain Injury (TBI). This RRTC must conduct rigorous research to examine barriers to and facilitators of CIP for individuals with TBI; provide training and technical assistance to promote and maximize the benefits of this research; develop and validate a symptom-based, clinically and scientifically useful system for classifying individuals with TBI after discharge from inpatient medical or rehabilitative care; and develop, implement, and evaluate interventions to improve long-term outcomes--including return to work--for individuals with TBI. Under this priority, the RRTC must be designed to contribute to the following outcomes:

(a) New interventions to improve the level of CIP for individuals with TBI. The RRTC must contribute to this outcome by identifying or developing, and then evaluating, specific interventions to improve the CIP of individuals with TBI, using scientifically based research methods.

(b) New knowledge about the full range of symptoms of TBI that are experienced by individuals with TBI at any time after they exit inpatient care and re-enter the community. The RRTC must contribute to this outcome by developing and empirically validating a comprehensive list of the symptoms of TBI that can exist after inpatient care and that have the potential to affect CIP, and provide or develop appropriate methods for their identification. These symptoms include, but are not limited to, the following categories: neurological; medical; cognitive; and behavioral.

(c) An improved research infrastructure for developing interventions that facilitate CIP for individuals with TBI. The RRTC must contribute to this outcome by developing a classification system based on the symptoms identified in paragraph (b) of this priority for use with individuals with TBI.

(d) Improved levels of CIP for individuals with TBI. The RRTC must contribute to this outcome by--

(1) Developing a systematic plan for widespread dissemination of informational materials related to the Center's TBI interventions research and the symptom list and associated classification system to researchers, individuals with TBI and their family members, clinical practitioners, service providers, and members of the community. The RRTC must work

with its NIDRR project officer to coordinate outreach and dissemination of research findings through appropriate venues such as NIDRR's Model Systems Knowledge Translation Center, State agencies and programs that administer a range of disability services and resources, the U.S. Department of Veterans Affairs Veterans Health Administration, the U.S. Department of Defense, and related veterans' service organizations; and

(2) Establishing and maintaining mechanisms for providing technical assistance to critical stakeholders, such as researchers, consumers and their family members, clinical practitioners, service providers, and members of the community to facilitate the use of knowledge generated by the RRTC.

Types of Priorities:

When inviting applications for a competition using one or more priorities, we designate the type of each priority as absolute, competitive preference, or invitational through a notice in the Federal Register. The effect of each type of priority follows:

Absolute priority: Under an absolute priority, we consider only applications that meet the priority (34 CFR 75.105(c)(3)).

Competitive preference priority: Under a competitive preference priority, we give competitive preference to an application by (1) awarding additional points, depending on the extent to which the application meets the priority (34 CFR 75.105(c)(2)(i)); or (2) selecting an application that meets the priority over an application of comparable merit that does not meet the priority (34 CFR 75.105(c)(2)(ii)).

Invitational priority: Under an invitational priority, we are particularly interested in applications that meet the priority. However, we do not give an application that meets the priority a preference over other applications (34 CFR 75.105(c)(1)).

Note: This notice does not solicit applications. In any year in which we choose to use these priorities, we invite applications through a notice in the Federal Register.

Executive Order 12866: This notice has been reviewed in accordance with Executive Order 12866. Under the terms of the order, we have assessed the potential costs and benefits of this final regulatory action.

The potential costs associated with this final regulatory action are those resulting from statutory requirements and those we have determined as necessary for administering this program effectively and efficiently.

In assessing the potential costs and benefits--both quantitative and qualitative--of this final regulatory action, we have determined that the benefits of the final priorities justify the costs.

We have determined, also, that this final regulatory action does not unduly interfere with State, local, and tribal governments in the exercise of their governmental functions.

Summary of potential costs and benefits:

The benefits of the RRTC and RERC programs have been well established over the years in that other RRTC and RERC projects have been completed successfully. The priorities announced in this notice will generate new knowledge through research, dissemination, utilization, and technical assistance.

Another benefit of these final priorities is that establishing new RRTCs and RERCs will improve the lives of individuals with disabilities. These new RRTCs and RERCs will generate, disseminate, and promote the use of new information that will improve the options for individuals with disabilities to achieve improved education, employment, and independent living outcomes.

Accessible Format: Individuals with disabilities can obtain this document in an accessible format (e.g., Braille, large print, audiotape, or computer diskette) by contacting the Grants and Contracts Services Team, U.S. Department of Education, 400 Maryland Avenue, SW, room 5075, Potomac Center Plaza, Washington, DC 20202-2550. Telephone: (202) 245-7363. If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

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Delegation of Authority: The Secretary of Education has delegated authority to Andrew J. Pepin, Executive Administrator for the Office of Special Education and Rehabilitative Services, to perform the functions of the Assistant Secretary for Special Education and Rehabilitative Services.

Dated: July 28, 2009

Andrew J. Pepin,
Executive Administrator for
Special Education and Rehabilitative Services.

SECTION
D

BACKGROUND STATEMENT

Proposed Priority 4--
Developing Strategies to Foster Community Integration and Participation for Individuals with Traumatic Brain Injury

Background:

The Centers for Disease Control and Prevention (CDC) report that at least 1.4 million individuals sustain a traumatic brain injury (TBI) in the United States each year (Langlois, Rutland-Brown, & Thomas, 2006). A substantial number of these individuals subsequently have low levels of community integration and participation (CIP) (Gordon et al., 2006). CIP includes: assimilation (the ability to fit in with and be accepted by other individuals in the community); social support (being part of a network of family, friends, and acquaintances); occupation (having meaningful and productive activity during the main part of the day); and independent living (independence in daily tasks and in making everyday decisions and life choices) (Winkler, Unsworth, & Sloan, 2006).

Although the findings for CIP for individuals with TBI vary, research indicates that the unemployment rate among these individuals is 40 to 50 percent and the rate of social isolation for this group is 50 to 60 percent (Franulic, Carbonell, Pinto, & Sepulveda, 2004). Other long-term CIP consequences for individuals with TBI include financial dependence (Dikman, Machamer, & Temkin, 1993); divorce (Lezak, 1995); various forms of incarceration in places such as lockup care facilities, State hospitals, and prisons; and inability to perform instrumental activities of daily living such as driving a car, riding a bus, balancing a checkbook, and preparing meals.

Over the years, NIDRR has sponsored research to promote a methodological infrastructure that assists rehabilitation researchers in generating knowledge about the extent of CIP among individuals with TBI and the effectiveness of interventions to promote CIP for these individuals. For example, NIDRR recently funded an initiative to generate a classification system of medical rehabilitation interventions that will promote effective CIP research through improving the field's ability to determine the active ingredients of rehabilitative care and carry out effective intervention studies.

A TBI-specific classification system that categorizes individuals according to the physical characteristics of their injury was promoted by a 2007 workshop sponsored by the National Institute of Neurological Disorders and Stroke. This classification system

will link physical characteristics of injuries to the brain, with appropriate medical and rehabilitation interventions (Saatman, et. al., 2008). Still needed is a classification system based on symptoms experienced by individuals with TBI who are living in the community. This classification system can be used to link the post-rehabilitation consequences of TBI with CIP-oriented interventions. Such a classification will allow practitioners and researchers to better match individuals with TBI with specific interventions, and to better characterize their study samples. This classification will also advance CIP research by increasing comparability of findings across studies, and promoting the replicability and generalizability of findings.

References:

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Gordon, W.A., Zafonte, R., Cicerone, K., Cantor, J., Brown, M., Lombard, L., et al. (2006). Traumatic brain injury rehabilitation: State of the science. Archives of Physical Medicine and Rehabilitation, 84, 343-382.

Langlois, J.A., Rutland-Brown, W., & Thomas, K.E. (2006). Traumatic brain injury in the United States: Emergency department visits, hospitalizations, and deaths. Atlanta, GA: Centers for Disease Control and Prevention, National Center for Injury Prevention and Control.

Lezak, M.D. (1995). Neuropsychological assessment. New York: Oxford University Press.

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Winkler, D., Unsworth, C., & Sloan, S. (2006). Factors that lead to successful community integration following severe traumatic brain injury. Journal of Head Trauma Rehabilitation, 21, 8-21.

SECTION
E

Statutory and Regulatory Requirements of RRTCs

and

General RRTC Requirements

RRTC Program

The purpose of the RRTC program is to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended, through advanced research, training, technical assistance, and dissemination activities in general problem areas, as specified by NIDRR. Such activities are designed to benefit rehabilitation service providers, individuals with disabilities, and the family members or other authorized representatives of individuals with disabilities. In addition, NIDRR intends to require all RRTC applicants to meet the requirements of the General Rehabilitation Research and Training Centers (RRTC) Requirements priority.

Statutory and Regulatory Requirements of RRTCs

RRTCs must--

- Carry out coordinated advanced programs of rehabilitation research;

- Provide training, including graduate, pre-service, and in-service training, to help rehabilitation personnel more effectively provide rehabilitation services to individuals with disabilities;

- Provide technical assistance to individuals with disabilities, their representatives, providers, and other interested parties;

- Disseminate informational materials to individuals with disabilities, their representatives, providers, and other interested parties; and

- Serve as centers of national excellence in rehabilitation research for individuals with disabilities, their representatives, providers, and other interested parties.

Applicants for RRTC grants must also demonstrate in their applications how they will address, in whole or in part, the needs of individuals with disabilities from minority backgrounds.

General Rehabilitation Research and Training Center (RRTC) Requirements

Background:

NIDRR proposes the following General RRTC Requirements priority because it believes that the effectiveness of any RRTC depends on, among other things, how well the RRTC coordinates its research efforts with the research of other NIDRR-funded

projects, involves individuals with disabilities in its activities, and identifies specific anticipated outcomes that are linked to its objectives in applying for RRTC funding. Accordingly, NIDRR intends to use Priority--General RRTC Requirements in conjunction with all of the other RRTC priorities in any notice.

Final Priority:

To meet this priority, the Rehabilitation Research and Training Center (RRTC) must--

(a) Conduct a state-of-the-science conference on its respective area of research by the fourth year of the grant cycle and publish a comprehensive report on the final outcomes of the conference by the end of the fourth year of the grant cycle. This conference must include materials from the experts internal and external to the RRTC;

(b) Coordinate on research projects of mutual interest with relevant NIDRR-funded projects as identified through consultation with the NIDRR project officer;

(c) Involve individuals with disabilities in planning and implementing its research, training, and dissemination activities, and in evaluating the RRTC; and

(d) Coordinate with the appropriate NIDRR-funded Knowledge Translation Centers and professional and consumer organizations, to provide scientific results and information for dissemination to policymakers, service providers, researchers, and others.

SECTION
F

SECTION CRITERIA

SELECTION CRITERIA

We use the following selection criteria to evaluate applications under RRTC program. The maximum score for all of these criteria is 100 points. The maximum score for each criterion is indicated in parentheses.

(a) Importance of the problem (4 points total).

    (1) The Secretary considers the importance of the problem.
    (2) In determining the importance of the problem, the Secretary considers one or more of the following factors:
        (i) The extent to which the applicant clearly describes the need and target population
(**2 points**).
        (ii) The extent to which the proposed project will have beneficial impact on the target population (**2 points**).

(b) Responsiveness to an absolute or competitive priority (6 points total).

    (1) The Secretary considers the responsiveness of the application to an absolute or competitive priority published in the Federal Register.
    (2) In determining the application's responsiveness to the absolute or competitive priority, the Secretary considers one or more of the following factors:
        (i) The extent to which the applicant addresses all requirements of the absolute or competitive priority (**3 points**).
        (ii) The extent to which the applicant's proposed activities are likely to achieve the purposes of the absolute or competitive priority (**3 points**).

(c) Design of research activities (40 points total).

    (1) The Secretary considers the extent to which the design of research activities is likely to be effective in accomplishing the objectives of the project.
    (2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:
        (i) The extent to which the research activities constitute a coherent, sustained approach to research in the field, including a substantial addition to the state-of-the-art (**8 points**).
        (ii) The extent to which the methodology of each proposed research activity is meritorious, including consideration of the extent to which--
            (A) The proposed design includes a comprehensive and informed review of the current literature, demonstrating knowledge of the state-of-the-art (**4 points**);
            (B) Each sample population is appropriate and of sufficient size (**8 points**);
            (D) The data collection and measurement techniques are appropriate and likely to be effective (**15 points**); and

(E) The data analysis methods are appropriate (**5 points**).

(d) Design of training activities (8 points total).

   (1) The Secretary considers the extent to which the design of training activities is likely to be effective in accomplishing the objectives of the project.
   (2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:
        (i) The extent to which the proposed training methods are of sufficient quality, intensity, and duration (**4 points**).
        (ii) The extent to which the proposed training content--
           (A) If relevant, is based on new knowledge derived from research activities of the proposed project (**2 points**).
        (iii) The extent to which the proposed training materials and methods are accessible to individuals with disabilities (**2 points**).

(e) Design of dissemination activities (5 points total).

   (1) The Secretary considers the extent to which the design of dissemination activities is likely to be effective in accomplishing the objectives of the project.
   (2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:
        (i) The extent to which the materials to be disseminated are likely to be effective and usable, including consideration of their quality, clarity, variety, and format (**3 points**).
        (ii) The extent to which the information to be disseminated will be accessible to individuals with disabilities (**2 points**).

(f) Design of technical assistance activities (8 points total).

   (1) The Secretary considers the extent to which the design of technical assistance activities is likely to be effective in accomplishing the objectives of the project.
   (2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:
        (i) The extent to which the methods for providing technical assistance are of sufficient quality, intensity, and duration (**2 points**).
        (ii) The extent to which the technical assistance is appropriate to the target population, including consideration of the knowledge level of the target population, needs of the target population, and format for providing information **(4 points)**.
        (iii) The extent to which the technical assistance is accessible to individuals with disabilities (**2 points**).

(g) Plan of operation (7 points total).

(1) The Secretary considers the quality of the plan of operation.
(2) In determining the quality of the plan of operation, the Secretary considers one or more of the following factors:
(i) The adequacy of the plan of operation to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, and timelines for accomplishing project tasks (**4 points**).
(ii) The adequacy of the plan of operation to provide for using resources, equipment, and personnel to achieve each objective (**3 points**).

(h) Adequacy and reasonableness of the budget (4 points).

(1) The Secretary considers the adequacy and the reasonableness of the proposed budget.
(2) In determining the adequacy and the reasonableness of the proposed budget, the Secretary considers one or more of the following factors:
(i) The extent to which the costs are reasonable in relation to the proposed project activities (**2 points**).
(ii) The extent to which the budget for the project, including any subcontracts, is adequately justified to support the proposed project activities (**2 points**).

(i) Plan of evaluation (6 points).

(1) The Secretary considers the quality of the plan of evaluation.
(2) In determining the quality of the plan of evaluation, the Secretary considers one or more of the following factors:
(i) The extent to which the plan of evaluation provides for periodic assessment of progress toward--
(A) Implementing the plan of operation (**2 points**); and
(B) Achieving the project's intended outcomes and expected impacts (**2 points**).
(ii) The extent to which the plan of evaluation provides for periodic assessment of a project's progress that is based on identified performance measures that—
(A) Are clearly related to the intended outcomes of the project and expected impacts on the target population (**1 point**); and
(B) Are objective, and quantifiable or qualitative, as appropriate (**1 points**).

(j) Project staff (8 points total).

(1) The Secretary considers the quality of the project staff.
(2) In determining the quality of the project staff, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability (**2 points**).
(3) In addition, the Secretary considers one or more of the following:

(i) The extent to which the key personnel and other key staff have appropriate training and experience in disciplines required to conduct all proposed activities (**2 points**).

(ii) The extent to which the commitment of staff time is adequate to accomplish all the proposed activities of the project (**2 points**).

(iii) The extent to which the key personnel are knowledgeable about the methodology and literature of pertinent subject areas (**2 points**).

(k) Adequacy and accessibility of resources (4 points total).

(1) The Secretary considers the adequacy and accessibility of the applicant's resources to implement the proposed project.

(2) In determining the adequacy and accessibility of resources, the Secretary considers one or more of the following factors:

(i) The extent to which the applicant is committed to provide adequate facilities, equipment, other resources, including administrative support, and laboratories, if appropriate (**2 points**).

(ii) The extent to which the facilities, equipment, and other resources are appropriately accessible to individuals with disabilities who may use the facilities, equipment, and other resources of the project (**2 points**).

SECTION G

PROTECTION OF HUMAN SUBJECTS

Protection of Human Subjects

Research activities involving human subjects supported by awards under these programs are subject to Department of Education Regulations for the Protection of Human Subjects.

If you are applying on e-Application there is a separate place to include exempt and non-exempt narratives.

Applicants answering "Yes" to item 3 on form ED Supplemental to the SF 424 on Grants.gov or item 13 on form ED 424 whose research activities are nonexempt must complete the seven-point narrative on protection of human subjects. Additionally, seven point narratives are required for each participating partner if research is being conducted at other sites.

Copies of the Department of Education regulations for the Protection of Human Subjects are available from the Grants Policy and Oversight Staff (GPOS), Office of the Chief Financial Officer, Washington, D.C., telephone: (202) 260-3353 and on the Protection of Human Subjects in research Web Site at:

www.ed.gov/about/offices/list/ocfo/humansub.html

SECTION
H

APPLICATION FORMAT

APPLICATION FORMAT

This competition is a required electronic submission via e-Application via http://e-grants.ed.gov

Applications for an award must be postmarked or hand delivered by the closing date of *August 27, 2009 – if you obtained a waiver.*

It is recommended that your electronic (e-Application) or paper application be organized in the following manner and include the following:

Note: In e-Application the forms will appear in the order that they are built in the template- so they won't be the exact order below and the applicant won't be able to change the order.

1. **Application for Federal Education Assistance (Form SF 424)**
   - This application cover sheet requires basic identifying information about the applicant and the application.
   - Applicants should clearly indicate the CFDA number of the program 84.133B-5 in block 11. If this information is not provided, your application may be assigned and reviewed under a different program. For electronic submissions, you must download the correct application package from e-Application.
   - Applicants should note that there are multiple RRTCs open and use the **RELEVANT** CFDA Title from the NFP/NIA as the title.

2. **Table of Contents**
   - The Table of Contents shows where and how the important sections of your proposal are organized.
   - While the application will be submitted electronically, the reviewers will use printed copies during the review process. The Table of Contents will assist them in more efficiently and effectively evaluating your application.
   - Use the Table of Content heading to upload your document.

3. **Project Abstract**
   - The ONE-PAGE abstract should be a comprehensive description of what the whole (all years) project is, not a description of the competency of the institution or project director. It is not an executive summary. It can be single or double-spaced.
   - Use the Abstract heading to upload your document.

4. **Budget Form and Information (ED 524)**

- Remember that you must provide complete budget information for each year of the proposed project. Use the Budget Narrative/Justification heading to upload.
- Please report on any Federal and Non-Federal funds that will be used.
- Specific instructions for completing the budget forms are provided within this application package.

Name: Enter the Name of the applicant organization(s) or institution(s) in the space provided.

Personnel (Line 1): Enter project personnel salaries and wages only. Include fees and expenses for consultants on line 6.

Fringe Benefits (Line 2): The institution's normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

Travel (Line 3): Indicate the travel costs of employees and participants only. Include travel of persons such as consultants and trainees on line 6.

Equipment (Line 4): Indicate the cost of tangible, non-expendable personal property that has a usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or $5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.

Supplies (line 5): Show all tangible personal property except that on line 4.

Contractual (line 6): The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.

Construction (line 7): Not applicable.

Other (line 8): Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract in not in place for services), stipends, training, and communication and printing costs.

Total Direct Costs (line 9): The sum of lines 1-8.

Indirect Costs (line 10): There is a restricted indirect cost rate of 15% for this program.

Training Stipends (line 11): There are three types of projects that might included budget requests for stipends, tuition allowance, or other types of similar charges to support the objectives of the project:
  ☐ Fellowship or Scholarship Programs
  ☐ Educational Training Projects
  ☐ Projects where students receive tuition remission or other forms of compensation, as, or in lieu of wages.

Total Cost (line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + stipends). The sum for column one, labeled *Project Year 1* (a), should also be equal to item 18a on the application cover sheet (SF Form 424).

Cost Share or Matching: If you are providing voluntary cost share or matching Please include this information on the ED Form 524, Section B – Budget Summary, Non-Federal Funds – Tab 2 and in your budget narrative.

5. **Budget Narrative**
   - This part requires an itemized budget breakdown for the project year and the basis for estimating the costs of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures.
   - Address Cost Share or Matching in a separate section of the budget narrative labeled "Cost Share or Matching".
   - Please provide an itemized budget breakdown for each project year.
   - Descriptions of purchases may be included but is not required.
   - Use the Budget Narrative/Justification heading to upload your document.

6. **Project Narrative**

   NOTE: You will be uploading sections of your application by heading. There is a heading for: (1) abstract; (2) table of contents; (3) project narrative; (4) other – resumes; (5) other – letters of commitment/support; (6) other and (7) budget narrative/justification. There is a file-size limitation to each section and you may only upload one document under each heading.

   - The application narrative responds to the Statutory, Regulatory and General RRTC Requirements found in Section E and Selection Criteria found in Section F of this application package. The reviewers will use this section to evaluate your application.
   - Applying through e-Application use the Project Narrative selection criteria categories to attach your narrative.

Each applicant is <u>encouraged to limit</u> the project narrative to the equivalent of no more than 125 pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double-space (no more than three lines per vertical inch) all text in the application narrative. Single spacing may be used for titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Begin numbering the first page in Arabic numerals ("1") and number the pages consecutively throughout the document.
- Include all critical information in the program narrative, minimizing the need for additional appendices.
- Include a complete bibliography listing all materials that were referenced in the project narrative.
- **Upload in one document under the Project Narrative heading using the correct document format.**

NOTE: The page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the one page abstract, the resumes, the bibliography, or the letters of support. However, the recommended page limit does apply to all of the project narrative section.

7. <u>Vitae/Bibliography/Letters of Support</u>
- Vitae of staff or consultants should include the individual's title and role in the proposed project, and other information that is specifically pertinent to this proposed project. The budgets for all years should be included.
- Applying through e-Application use the Other category to attach your vitas.
- If collaboration with another organization is involved in the proposed activity, the application should include assurances of participation by the other parties, including written agreements or assurances of cooperation.

8 <u>Assurances, Certifications, Disclosures</u>
- Assurances - Non-Construction Programs; Certifications Regarding Lobbying; or Grants.gov Lobbying form
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction; Disclosure of Lobbying Activities;

9 <u>Reporting Requirements</u>

At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the

Secretary under 34. CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.72 (c). For specific requirements on reporting please go to http://www.ed.gov/fund/grant/apply/appforms/ed524b_instructions.pdf NIDRR will provide the reporting information to the successful applicants.

SECTION
I

FREQUENTLY ASKED QUESTIONS

POINTS TO REMEMBER IN APPLICATION PREPARATION

DUNS NUMBER INSTRUCTIONS

FREQUENTLY ASKED QUESTIONS

1. <u>CAN I GET AN EXTENSION OF THE DUE DATE?</u>

In the case of most competitions the answer is no. On rare occasions the Department of Education may extend a closing date for all applicants. If that occurs, a notice of the revised due date is published in the <u>Federal Register</u>, this extension applies to all applications for a given competition. There are no extensions or exceptions to the due date made for individual applicants. Additionally, there are provisions for extension for Grants.gov, per the guidance included in the application package.

2. <u>WHAT SHOULD BE INCLUDED IN THE APPLICATION?</u>

The application should include a project narrative, vitae of key personnel, and a budget, as well as all other forms identified in this package. Vitae of staff or consultants should include the individual's title and role in the proposed projects, and other information that is specifically pertinent to this proposed project. The budgets for all years, including a detailed budget narrative, should be included. The 133F (Research Fellowship) is the exemption to the required budget. If collaboration with another organization or individual is involved in any proposed activity, the application should include assurances of participation by the other parties, including written agreements or letters of cooperation. It is not useful to include general letters of support or endorsement in the application. If the applicant proposes to use unique tests or other measurement instruments that are not widely known in the field, it would be helpful to include the instrument in the application. Many applications contain voluminous appendices that are not helpful and in many cases cannot even be mailed to the reviewers. It is generally not helpful to include such things as brochures, general capability statements of collaborating organizations, maps, copies of publications, or descriptions of other projects completed by the applicant.

3. <u>WHAT FORMAT SHOULD BE USED FOR THE APPLICATION?</u>

NIDRR generally advises applicants to organize the application to follow the selection criteria that will be used. The project narrative should address the specific selection criteria for the competition. The specific review criteria vary according to the specific programs and are contained in this application package. Additionally, applicants should provide clearly stated hypotheses, goals, objectives, expected outcomes, and public benefit of the research or development project. The application should be organized to provide a thorough description of the methods and target population(s) and supported by evidence of need for the project, as identified in the relevant literature; citations are useful and may strengthen the proposal. Specific information on the format can be found in the application format section of this application package.

4.   ARE THERE PAGE LIMITS TO MY APPLICATION?

NIDRR has two competitions with mandatory page limitations, Research Fellowships (133F) and Small Business Innovative Research (133S). All other competitions will suggest page limitations for the narrative sections of the proposal. The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. The Notice Inviting Applications will describe the mandatory or suggested limitations, such as page size, spacing, and font size. The suggested page limit does not apply to the cover sheet; the human subjects narrative; the budget narrative; the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, you must include all pertinent information in the application narrative.

5.   MAY I SUBMIT APPLICATIONS TO MORE THAN ONE OPEN NIDRR PROGRAM COMPETITIONS AT A TIME OR MORE THAN ONE APPLICATION TO A PARTICULAR PROGRAM COMPETITION?

Yes. You may submit more than one application in any given competition. You may submit to as many open competitions, which an application is responsive to the program requirements. However, each competition is unique and the selection criteria will vary from one competition to another. It is import that each separate application include the required materials for that particular competition.

6.   DO I NEED AN ABSTRACT AND WHAT SHOULD IT INCLUDE?

Yes. The abstract is used by both the peer reviewers and the program staff in the review and processing of the application. The ONE-PAGE abstract should be a comprehensive description of the project (all years), not a description of the competency of the institution or project director. It is not an executive summary. It can be single or double-spaced. If applying through Grants.gov, use the ED Abstract form to attach your abstract.

7.   WHAT IS THE ALLOWABLE INDIRECT COST RATE?

The limits on indirect costs vary according to the program. NIDRR currently has two programs with a restricted indirect cost rate. An applicant for a Rehabilitation Research and Training Center (133B) program may not collect more than 15% of the total grant award as indirect cost charges. An applicant for Advanced Rehabilitation Research Training project (133P) is limited to a training grant indirect rate of 8%, less tuition, stipend, and fees. For all other programs, Disability Rehabilitation Research Projects (133A), Rehabilitation Engineering Research Centers (133E), Field Initiated projects (133G) and Small Business Innovative Research (133S), applicants must have a current indirect cost rate agreement to charge indirect costs. The maximum amount of the award includes both direct and indirect costs. The Department's Indirect Cost office has more information on indirect cost rates.

8. CAN PROFIT MAKING BUSINESSES APPLY FOR GRANTS?

Yes; however, for-profit organizations will not be able to collect a fee or profit on the grant. It varies by program.

9. CAN INDIVIDUALS APPLY FOR GRANTS?

Individuals are not eligible to apply for most grant competitions under NIDRR programs (133A, B, E, G, N, P, or S). The one exception is the Research Fellowship program (84.133F), which is available only to individuals.

10. CAN NIDRR STAFF ADVISE ME WHETHER MY PROJECT IS OF INTEREST TO NIDRR OR LIKELY TO BE FUNDED?

No. NIDRR staff can only advise you of the requirements of the program in which you propose to submit your application. However, staff cannot advise you of whether your subject area or proposed approach is likely to receive approval.

11. HOW DO I ENSURE THAT MY APPLICATION WILL BE REVIEWED UNDER THE CORRECT COMPETITION?

Applicants should be sure that their applications are referred to the correct competition by clearly including the competition title and CFDA number, including alphabetical code, on the Standard Form 424, and include a project title that describes the project, based on the competition. If reapplying for the Field Initiated (133G), you should identify if the application is a resubmittal from a previous fiscal year.

12. HOW SOON AFTER SUBMITTING MY APPLICATION CAN I FIND OUT IF IT WILL BE FUNDED?

The time from closing date to grant award date varies from program to program. Generally speaking, NIDRR endeavors to have awards made within six to seven months of the closing date.   Unsuccessful applicants generally will be notified within that time frame as well. When NIDRR is able to release information on the status of grant applications, it will notify applicants by letter.   The results of the peer review cannot be released except through this formal notification. This information is **not** posted on the NIDRR homepage or the Grants.gov Web site.

13. WHAT START DATE SHOULD I USE ON MY APPLICATION?

For the purpose of estimating a project start date, the applicant should estimate approximately six to seven months from the closing date, preferably October 1. The SBIR (133S) program has an April 1 start date. The ARRT (133P) has some start date options, but no later than December 1. You must have a start date that allows you to complete an Annual Performance Report (APR) by May 31st with six month of activities to report on.

14. **IF MY APPLICATION IS SUCCESSFUL, CAN I ASSUME I WILL GET THE REQUESTED BUDGET AMOUNT IN SUBSEQUENT YEARS?**

No. Funding in subsequent years is subject to availability of funds and project performance.

15. **WILL ALL APPROVED APPLICATIONS BE FUNDED?**

No. Peer review panels can result in more applications being determined to be worthy of consideration for funding than available resources allow.. Unsuccessful applicants are encouraged to consider resubmitting applications in future competitions. Funded applications will be notified in the manner described in #12.

16. **HOW DOES THE REPORTING REQUIREMENTS IN SUBSEQUENT YEARS IMPACT ON MY APPLICATION?**

Successful applicants with multi-year grants must submit an Annual Performance Report (APR) demonstrating and documenting their progress in meeting approved project objectives and their success in addressing the performance measures outlined in the Notice Inviting Applications. Grantees must also provide the most current financial and performance measure data for each year of the project. Grantees will also be required to submit a final performance report, 90 days after the end of the project period. For NIDRR, the APR is submitted electronically via a web-based system. This system is maintained by a contractor and grantees are notified after receiving an award with the appropriate URL and personal password to access the system. The contractor will also send a letter to the grantee informing them when and how to submit their APR. The Department will use the applicant's performance data for program management and administration, in such areas as determining new and continuation funding and planning technical assistance. Grantees will participate fully in any evaluation of the NIDRR program carried out by the Department of Education.

17. **DO I HAVE TO INCLUDE COST SHARE/MATCHING IN MY APPLICATION?**

NIDRR has cost share/matching requirements on two of its programs, the Disability Rehabilitation Research Projects (133A) and the Field Initiated program (133G). This information should be reflected on the ED 524 form in the Section B – Budget Summary Non-Federal Funds and in the budget narrative for each year. An amount of up to 1% of the total yearly budget amount is requested; however, you may include more than 1%. If the cost share amount is changed for a competition, it will be announced in the Notice Inviting Applications. For more information, see EDGAR 74.23 and 84.24.

18. <u>WHAT DO I NEED TO DO ABOUT HUMAN SUBJECTS PROTECTION IN MY RESEARCH?</u>

If you are planning research involving human subjects at any time during the project period, you check "Yes" in the Human Subjects section of the 424 form. If you checked "Yes," you need to indicate whether the research is exempt or not exempt from the protection of human subjects requirements of EDGAR part 97 and if you have an IRB number. You will need to fill out the human subjects narrative for each site where the research is being conducted. The program and the Department's human subjects staff review the applicant's response against the application itself to determine its accuracy. They contact you for additional information or clarification, if needed. More information can be found in the instructions for the SF 424 form and in this application package in the Human Subjects section.

19. <u>SHOULD I SUBMIT MY APPLICATION VIA e-Application?</u>

The Federal Government is moving towards mandatory electronic submission for it's grant applications. The Notice Inviting Applications (NIA) provides information on how to submit via e-Application and the application package includes helpful tips. The NIA will also identify if paper submission is allowed. If you do submit by paper, include a disk copy of your application. **We strongly suggest**: (1) Read the e-Application instructions carefully; (2) Check with your organization or institution if they are already registered in e-Application; if not, **do not wait** to set up your account because it can take five or more days to register; (3) Review the heading sections before sending the application to ensure that all information has been uploaded correctly and completely; and (4) Submit early; electronic applications must be uploaded on e-Application by 4:30:00 pm, Washington, D.C. time on the closing date. Please allow several hours or a full day for this process; if there is a submission error, time will be needed to correct the error and resubmit to meet the deadline. Applications received/logged in after 4:30:00 pm (Washington, DC time) will not be reviewed.

You **must** submit your application electronically through the e-Application system. **http://e-grants.ed.gov** See Section B, Notice Inviting Applications and Section J, Application Transmittal Instructions. There is a demo on the e-Application Web site.

NOTE: You will be uploading sections of your application by heading. There is a heading for: (1) abstract; (2) table of contents; (3) project narrative; (4) other – resumes; (5) other – letters of commitment/support; (6) other and (7) budget narrative/justification. There is a file-size limitation to each section and you may only upload one document under each heading.

POINTS TO REMEMBER IN APPLICATION PREPARATION

RELEVANT TO PROGRAM

1. <u>CFDA Number</u>: In the title block on the SF 424 form, please note the appropriate CFDA 84.133B-5 For electronic submissions, you must download the correct application package from e-Applications. Please not that NIDRR has multiple competitions available at this time.

2. <u>Indirect Cost</u>: There is a restricted indirect cost rate of 15% for this program. Indirect cost office: http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html

3. <u>Application Narrative</u> -

NOTE: You will be uploading sections of your application by heading. There is a heading for: (1) abstract; (2) table of contents; (3) project narrative; (4) other – resumes; (5) other – letters of commitment/support; (6) other and (7) budget narrative/justification. There is a file-size limitation to each section and you may only upload one document under each heading.

Organize your narrative in accordance with the Statutory, Regulatory and General RRTC Requirements found in Section E and Selection Criteria found in Section F of this application package. The reviewers will use this section to evaluate your application. Address all criteria. Include a table of contents in your application in order to highlight where the application narrative can be found in the application. Use Table of Contents heading to up load. Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We <u>recommend</u> that you limit Part III to the equivalent of no more than 125 pages. Use the following standards: A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Double-space (no more than three lines per vertical inch) all text in the application narrative. Single spacing may be used for titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs. Use a font that is either 12-point or larger or no smaller than 10-pitch (characters per inch). Begin numbering the first page in Arabic numbers ("1") and number the pages consecutively throughout the document. Include all critical information in the project narrative, minimizing the need for additional appendices. Include a complete bibliography listing all materials that were referenced in the project narrative.

Closing Date/Transmittal of Application

REMEMBER – MANDATORY ELECTRONIC SUBMISSION

http://e-grants.ed.gov

4.   Applications that obtain a waiver to submit by paper must be <u>postmarked</u> by the closing date of **August 27, 2009.**. Follow the transmittal instructions for submitting in paper or electronically found in the notice inviting applications. Please include an electronic copy (disk) with your application.

5.   Electronic copies must be fully uploaded on e-Application by 4:30:00 pm, Washington DC time on the closing date. For additional information on electronic submission procedures, see the section J. A copy of your application should not be emailed directly to the Department. You must submit it electronically via e-Application.

Forms

6.   <u>Only the primary institution fills out the required forms.</u> Any partner or collaborating groups will be a subcontractor to the primary. The only paperwork the subcontractor should complete is that required by the primary institution. You should include a letter of intent in the application from any collaborating group saying that if awarded what goals/duties they will be responsible for and the dollar amount associated with their involvement.

<u>Application for Federal Assistance SF 424</u>

7.   <u>Leave these blocks blank or enter N/A</u>: **block 4**-Applicant Identifier, **block 5**-Applicant Identifier, **block 5a**- Federal Entity, **block 5b**- Federal Award Identifier, **block 6**-Date Received by State, and **block 7**,-State Application Number.

8.   <u>CFDA Number</u>: In the title block of #11 on the SF 424 form, please note the appropriate CFDA and title.

9.   <u>Legal Name</u>: Block #8a is for the name of institution or entity that will be responsible for this grant if funded. Applying via e-Application this will match with information in the registration.

10.   <u>DUNS number</u>: It is important to verify with your fiscal office the DUNS number, which goes in Block #8c on the ED 424 form. If you do not have one, call 1-800-333-0505 to set one up. This number is required. Applying via e-Application you must enter the DUNS number for your organization used when registering.

11.   <u>Block #18a</u>: The total amount of Federal funds requested includes both direct and indirect costs for the first year only. The totals on the ED 524 form must include direct and indirect costs and no year can be over the maximum amount.

12.   <u>Block #18b</u>: The amount of cost share/matching that the applicant is providing. This amount should be on the "B" side of the ED 524 form and described in the budget narrative.

13.   Block #18f: The amount of program income that is estimated to be generated by this application if funded. It should be described in the budget narrative.

14.   EO 12372: Mark Block #19, the EO 12372 as no and not covered. This program is not covered.

ED Supplemental

15.   Project Director: Block #1, Project director information. The Project Director is the primary person responsible for meeting the goals and objectives of the grant.

16. Novice applicant: Block #2. Please mark N/A. Does not apply to NIDRR programs.

17. Human Subjects: Block #3. You must include a separate 7-point narrative for each site where the research is being conducted. If you check "no", please include a paragraph of why it is not required. IRB approval is not required at the time of award, but must be in place before research begins. The area to upload this information is available through this form.

ED 524

18. **Budget Information**: **BE SURE TO CHECK THE MATH** - the application will not be reviewed if the request for funds on block 18a of the SF 424 form, the ED 524 form or the budget justification goes over the maximum amount for any year (total of direct and indirect costs). A detailed budget narrative is needed for each year of grant years requested. Include in the narrative/justification contract information and all voluntary cost share from side B of the ED 524. Information on the performance reports (required annually) to be used to continue the funding while determining substantial progress will be provided to the successful applicants.

Abstract/Narrative/Appendices

19.   Abstract: The ONE-PAGE abstract should be a comprehensive description of what the whole (all years) project is, not a description of the competency of the institution or project director. It is not an executive summary. It can be single or double-spaced. Applying through e-Application use the Abstract heading to upload your abstract.

20.   Number all pages to make it easier for the reader to refer to a page number if comments are given (including the appendices).

21.   Vitae: Remember to include pertinent information in your narrative of the qualifications of the key personnel. A more extensive 2-4 page vitae can be included in the appendices. Applying through e-Application use the Other – Resume heading to attach your vitaes. Remember only one document can be uploaded per heading.

22.   Advisory Board: We suggest that you limit your list of advisory board members in the application. You can give a description of the type/qualification of the person. Remember that an extensive listing of proposed names effects our peer reviewer selection. Applying through e-Application use the Other – Letters of Commitment/Support heading to up load your letters of commitment. Remember only one document can be uploaded per heading.

23   Letters of Commitment/Support: If you have identified a partner, sub-contractor or consultant you should include a letter of commitment from them stating what they'll be doing on your project. We suggest that you only include key letters of support. Remember that letters of support diminish our peer reviewer pool. Applying through e-Application use the Other – Letters of Commitment/Support heading to up load your letters of commitment. Remember only one document can be uploaded per heading.

24. Use Of Person Loading Charts. It is important for applicants to include proposed time commitments for all project personnel. Also, program officials and applicants often find person loading charts useful formats for showing project personnel and their time commitments to individual activities. A personal loading chart is a tabular representation of major evaluation activities by number of days spent by each key person involved in each activity.

E-Application at http://e-grants.ed.gov

25.   **We strongly suggest**: (1) Read the instructions carefully; (2) Don't wait until close to the due date to set up your account - It can take several days to register; (3) Review the application before sending final version to ensure that all information has been uploaded correctly and completely; and (4) Submit early.

26. Electronic applications must be uploaded on e-Application by 4:30:00 pm, Washington, D.C. time on the closing date. Please allow several hours or a full day for this process, if there is a submission error time will be needed to correct the error and resubmit to meet the deadline. For additional information on electronic submission procedures, see the transmittal section of the Notice Inviting Applications. The e-Application Web site has a demo.

27. You will be uploading sections of your application by heading. There is a heading for: (1) abstract; (2) table of contents; (3) project narrative; (4) other – resumes; (5) other – letters of commitment/support; (6) other and (7) budget narrative/justification.

There is a file-size limitation to each section and you may only upload one document under each heading.

28. **Document Format**: You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format, if you upload a file type other than these three file types, such as Excel, or submit a password protected file, we will not review that material.

29. UNSUBMIT: Please note that e-Applicaton **does** allow you to unsubmit your application if you find an error before the due date and time. You will have to select unsubmit then make your changes and select the Ready to Submit button again in order to complete the process.

Miscellaneous Information and Reminders

30. Rehabilitation Act: To find information on the Rehab Act of 1973, as amended, as well as other NIDRR policy & legislation, go to:
http://www.ed.gov/about/offices/list/osers/nidrr/policy.html and
http://www.ed.gov/policy/speced/reg/narrative.html?exp=0

31. Help in Preparing Applications. We are happy to provide general program information. Clearly it would not be appropriate for staff to participate in the actual writing of an application, but we can respond to specific questions about our application requirements and evaluation criteria, or about the announced priorities. Applicants should understand that such previous contact is not required, nor does it guarantee the success of an application.

32. Possibility Of Learning The Outcome Of Review Panels Prior To Official Notification. Every year we are called by a number of applicants who have legitimate reasons for needing to know the outcome of the review prior to official notification. Some applicants need to make job decisions, some need to notify a partner, etc. Regardless of the reason, we cannot share information about the review with anyone until the Assistant Secretary has approved a slate of projects recommended for funding. You will be notified as quickly as possible either by telephone (if your application is recommended for funding), or through a letter (if your application is not successful).

33. Return of Non-Funded Applications. We do not return original copies of applications. Thus, applicants should retain at least one copy of the application. Copies of reviewer comments will be mailed to all applicants.

34. Successful Applications And Estimated/Projected Budget Amounts In Subsequent Years. There is a maximum award amount specified for the priority/competitions included in this package. The Department rejects and does not consider an application that proposes a budget exceeding the maximum amount for any single budget period of 12 months for the priorities included in this package. Since the yearly budgets for multi-year projects will be negotiated at the time of the initial award, applicants must include detailed budgets for each year of their proposed project. Generally, out-year funding levels most likely will not exceed 1st year budgets. However, budget modifications during the negotiation process, the findings from the previous year, or needed changes in the study design can affect your budget requirements in subsequent years, but in no case will out-year budgets exceed the maximum award amount.

35. To see what NIDRR has funded or are currently funding on this priority topic, we have an on-line program directory at www.naric.com

Once there - click on NIDRR. Under grantee resources click on search for other research projects. This will connect you to the program directory. Click on search all fields then type in a topic, ie., TBI. By clicking on a grant number you can see information on who has the grant, how to contact them and a brief description of their project. Instead of search all field you can select searching by project type – Rehabilitation Research and Training Centers.

DUNS NUMBER INSTRUCTIONS

NOTE: Check with your fiscal office to see if your institution has an assigned DUNS before contacting Dun & Bradstreet

D-U-N-S No.:   Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling **1-800-333-0505** or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

www.dnb.com/US/duns_update

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide. **Live help Monday-Friday 8am-6pm (EST) Dial 1.888.814.1435**

Note: Electronic submission via e-Application must use DUNS number your organization used when it is registering.

SECTION

J

E-APPLICATION SUBMISSION PROCEDURES AND TIPS FOR APPLICANTS

APPLICATION TRANSMITTAL INSTRUCTIONS

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education
E-Application Submission Procedures and Tips for Applicants

http://e-grants.ed.gov

To facilitate your use of e-Application, this document includes important application preparation and submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education. Please read and follow these step-by-step directions to create and submit your application.

ATTENTION

Applicants using the Department of Education's e-Application system will need to register first to access an application package. Forms in an application package are completed on line and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you have not used e-Application in the past, you may want to walk through the Demo available on the e-Application homepage. If you encounter difficulties, you may also contact the e-Grants help desk on 1-888-336-8930. The following are steps you should follow to successfully complete an application with e-Application.

Step 1 – Determine if your program is accepting electronic applications. The Federal Register Notice of each program will indicate whether the program is accepting e-Applications as part of the Department's e-Application program. Here is a link to the Department's Federal Register notices: http://www.ed.gov/news/fedregister/announce/index.html. Additional information on the Department's of Education's grant programs can be found at http://www.ed.gov/about/offices/list/ocfo/grants/grants.html.

Step 2 – Register in e-Application to access the application package. If you are a new user, you will need to register to use e-Application. From the e-Grants Portal Page http://e-grants.ed.gov/, click on the continue button and click the register button on the right side of the next page. Select the e-Application module and click the next button. Please provide the requested information. Your e-Grants password will be sent to the e-mail address you provide. Once you receive the e-mail, enter your username and password and click the login button.

If you already have a username and password for e-Grants, use them to login. If you have access to more than one e-Grants module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all e-Grants modules. In order to update your registration for additional e-Grants modules, click the appropriate tab on the top of the screen and provide the requested information.

Note the following browser compatibility problems. The site is viewed best in Internet Explorer 5. We currently support IE 5, Netscape 6.2, Firefox 2.2 (along with later versions of IE, Netscape and Firefox). Please make sure that you have **Cookies** and **JavaScript** enabled in your browser.

Step 3 - **Add Application Package to your Start Page**. From your Start Page, click on the "Add" button to see the list of application packages. Click on a specific package link on the List of Application Packages to apply. The package will now appear on your Start Page. From this point forward, you will access your unique application from your Start Page (not the Packages Page).

Step 4 - **Begin the Application**. Click on the underlined Application Package Title on your Start Page. This brings you to a page where you will see all of the application's forms and narratives listed as underlined links.

Step 5 - **Fill out Forms**. Enter a form by clicking on the underlined form title in order to enter data. Remember to click the "Save" button at the bottom of the form and check the "Form Completed" box for each form as you complete it.

Step 6 - **Upload File(s) for Narrative Responses**. Click on an underlined narrative form title for the e-Application. Enter the title of the document, and click on the "Browse" button to locate your file. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s). Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into e-Application.

Step 7 - **Verify Information/Print Application**. Verify your information is complete and correct on all required forms and narratives. You have the option to print each form at any time by clicking on the print/view icon 🖨 next to the appropriate form. After submission of the forms and narratives, you have the option to print a complete e-Application package in PDF by clicking on the "Request Complete Package in PDF" on the e-Application PR/Award page. A second window will open informing you that your request has been received and that you will be notified via email once it is available. This process can take anywhere from a few minutes to a few hours. Once you receive the email, click on the link in the text of the message and enter your username and password in the new window. This will open the PDF file from which you can view/print the entire package. In addition, a blank complete package in PDF will be accessible from the package page in e-Application.

Step 8 - **Submit your Application**. Only authorized individuals for your organization can submit an application. Please check with your Authorizing Representative or sponsored research office before submission. Click on the "Ready to submit" button at the bottom of your application. Enter and verify the Authorizing Representative information. Click the "Submit" button. You will receive an e-mail to confirm that your application was received, and it will include a unique application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 4:30:00 pm, Washington, D.C. time, on the deadline date for applications. e-Application will not accept your application if you try to submit it after 4:30:00 on the deadline date.]

Step 9 - **Fax the signed SF 424 Cover Page (or Program Specific Cover Page)**. Write your unique application number (received in step 8) on the upper right corner of your printed SF 424 Cover Page (or Program Specific Cover Page), and fax it to the Application Control Center (202) 245-6272 within 3 business days of submitting your e-Application.

NOTE: For more detailed information on submitting an e-Application, please see the **User Guide**. In addition, please try practicing with our e-Application Demo site by clicking on the Demo button found on the upper left corner of the e-Application Home Page. Both the User Guide and Demo can be found at http://e-grants.ed.gov.

Other Submission Tips

- **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application.** The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 p.m., Washington, DC time on the deadline date, the e-Application system will not accept it.

2) If electronic submission is <u>optional</u> and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

   If electronic submission is <u>required</u>, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement <u>and</u> submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

3) Dial-Up Internet Connections - When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). If using Word 2007, save your file to an earlier version of Word before uploading. Also, do not upload any password protected files to your application.

2. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, *, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.

3. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. Please note that each file attachment in e-Application has a file size limitation which is anywhere from 2 to 8 MB and the limitation will be indicated on the individual screen when you upload a file. For reference, however, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the size of your attachments before uploading them into e-Application.

APPLICATION TRANSMITTAL INSTRUCTIONS FOR
MAIL OR HAND DELIVERY IF A WAIVER HAS BEEN OBTAINED

Submission of Paper Applications by Mail.

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

By mail through the U.S. Postal Service:

> U.S. Department of Education
> Application Control Center
> Attention: (CFDA number 84.133B-5)
> LBJ Basement Level 1
> 400 Maryland Avenue, SW
> Washington, DC 20202-4260

Regardless of which address you use, you must show proof of mailing consisting of one of the following:

(1) A legibly dated U.S. Postal Service postmark.

(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

(3) A dated shipping label, invoice, or receipt from a commercial carrier.

(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

(1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

Submission of Paper Applications by Hand Delivery.

If you submit your application in paper format if a waiver has been obtained by hand delivery, you (or a courier service) must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.133B-5)
550 12th Street, SW
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications:

If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

SECTION
K

REQUIRED FORMS
and
FORM INSTRUCTIONS

APPLICATION FORMS

The enclosed forms shall be used by all applicants for Federal Assistance under all NIDRR programs.   A separate application must be submitted for each grant sought. No grant may be awarded unless the completed application forms have been received. If an item does not appear to be relevant to the assistance requested, write "NA" for not applicable.

For paper submission (IF A WAIVER HAS BEEN REQUESTED AND APPROVED) this application consists of four parts. These parts are organized in the same manner that the submitted application should be organized. These parts are as follows:

Part I   Federal Assistance Application Face Page (SF 424) and the ED
            Supplemental
Part II   Budget Information
Part III   Application Narrative
Part IV   Assurances, Certifications and Disclosures

Each submitted application should include an index or table of contents and a one-page project abstract. Pages should be consecutively numbered.

For MANDATORY electronic submission through e-Application the application format is set in the Headings.

Part I Federal Assistance Application Face Page (SF 424)
        ED Supplemental
Part II Abstract
        Table of Contents
         Project Narrative
        Other - Resumes
        Other – Letters of Commitment/Support
        Other -- Budget Narrative

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0027. The time required to complete this information collection is estimated to average 200 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status

of your individual submission of this form, write directly to: 84.133 Grant Program, Office of the Assistant Secretary for Special Education and Rehabilitation Services, National Institute on Disability and Rehabilitation Research, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-2700.

REQUIRED FORMS:

For paper submission – If you have received a waiver -- go to the Web site below to access the required forms.

www.ed.gov/fund/grant/apply/appforms/appforms.html

Applying on e-Application the forms are set up in the system for you to fill out. The instructions to these forms are in the area.

- Application for Federal Assistance SF-424
- ED Supplemental
- Budget Information (ED 524)
- Assurances - Non-Construction Programs (SF 424b)
- Certifications Regarding Lobbying (ED-80-0013)

SECTION
L

APPLICATION CHECKLIST

APPLICATION CHECKLIST

[ ] Did you complete the registration process for e-Application for the mandatory electronic submission on **http://e-grants.ed.gov**?

Does your application include each of the following?

[ ] Cover page (SF 424) marked appropriately with **84.133B-5. D**ownload of correct package for **84.133B-5** applying electronically

[ ] Priority Topic identified in the Descriptive Title in Block 11 of the SF 424?

[ ] Budget form (ED form 524) with dollar amounts not exceeding the maximum in any year?

[ ] Cost Share or Required matching included both on the "B" side of the ED 524 and explained in the budget narrative for each year?

[ ] Budget narrative for each year with arithmetic checked for accuracy

[ ] Program narrative, including abstract and responses to the selection criteria

[ ] Assurances and Certifications (from the forms list in section K)

[ ] Correctly uploaded files on e-Application?

[ ] Narrative on the Protection of Human Subjects?

Did You do each of the following?

[ ] Submit application on or before **August 27, 2009**?

[ ] Provide 1 original and 2 copies of the application if submitting by post, hand-delivery or carrier service (Although not required, 1 original and 9 copies are requested and a disk copy) – if you obtained a waiver?

[ ] Fully complete the upload of your application and receive successful validation of the submission <u>before 4:30:00 pm</u>, Washington, D.C. time on the closing date?

[ ] Did you request a waiver to submit by paper and receive an approval?

GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT

If you fail to receive the notification of application within fifteen (15) days from the closing date, call:

U.S. Department of Education
Application Control Center
(202) 245-6288

GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically in several ways:

ED Internet Home Page   www.ed.gov